Commander's Guide

28 FEBRUARY 1997

AISM-25-L3S-AWE-ZZZ-CG

UNIT LEVEL LOGISTICS SYSTEM - S4

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1. **Purpose.** The purpose of this pocket guide is to familiarize the commander with the Unit Level Logistics System-S4 (ULLS-S4). This guide will assist the commander in managing and inspecting unit supply, property, component, and budget activities, whether operating in field or garrison. ULLS-S4 additionally provides the Commander and Staff with the capability to receive and send Army Materiel Status System (AMSS) Reports and prepare Logistics Estimates to support tactical combat operations. As a pocket guide, it cannot present all the information contained in the End User Manual (EM).

2. **General.** The ULLS-S4 EM covers the supply, property, component, budget, AMSS, logistics planning, and utility operations performed by the ULLS-S4 system and is the primary source of information for system operation and maintenance.

3. **Organization.** This handbook is divided into four functional sections.

   a. Section 1, Department of Defense Activity Address Code (DODAAC) File Parameters. This section will list and/or define all ULLS data fields by section. The commander or his/her designated representative will ensure data is entered correctly.

   b. Section 2, Sample Reports. This section contains selected ULLS-S4 generated reports and includes a sample of each. Reports may be used as management and inspection tools. Each report identifies the source, the suggested frequency, the purpose, the disposition, and most importantly, the management or inspection applications used. This guide will explain how the commander can discover various system or procedural problems by using the information available in each report.

   c. Section 3, Sample ULLS Internal Standing Operating Procedures (SOP). The SOP provides general policies and procedures for ULLS-S4. A unit SOP should contain a section applicable to the management of logistics operations under the automated system. The model SOP covers major areas of concern. It should be modified/enhanced by each unit to conform to the unit's policies and procedures, and then incorporated into the unit's SOP.

d. Section 4, ULLS-S4 Checklist. This section provides a checklist to be used by commanders, supervisors and inspectors.

4. Overview of ULLS.

a. ULLS-S4 automates the supply, property, component and budget activities at the unit supply, Bn and Bde S4 levels and receives and produces AMSS Reports generated by ULLS-G/A systems or by another ULLS-S4 system. ULLS-S4 improves resource accountability and visibility. Faster request and receipt of shortage items, attainment of the most current list of property book data, and increased knowledge of unit assets contribute to overall unit readiness management.

b. ULLS-S4 also provides the combat logistician with the capability to develop logistics estimates for the support of tactical operations. The logistics support plan is developed as a scenario in phases according to units supported, unit posture, geographic region, level of combat intensity, and Days Of Supply (DOS) required to support each phase of the tactical operation. Logistics requirements are calculated using the unit's personnel, equipment, and user defined parameters. Logistics data tables have been developed from planning factors contained in FM 101-10-1/2, Staff Officers Field Manual Logistical Data Planning Factors.

c. ULLS-S4 uses ARMYLOG (CD-ROM) to build/update the system catalog. The Catalog Load/Update by CD ROM process creates or updates the system catalog file by replacing the current catalog with the catalog created from a finder file. The finder file is a list of all NIINs currently listed in any of the Master files; Property, Component, Unit Load, Document Register, AMSS and Logistics Planning. If the NIIN is not on the system catalog, ULLS-S4 automatically searches and extracts catalog data from the ARMYLOG and populates the appropriate fields with the data. This option dramatically improves the accuracy of cataloging data and the efficiency of the ULLS-S4 system operator.

5. **ULLS Interfaces.** ULLS-S4 has the capability to interface with the following Standard Army Management Information Systems (STAMIS): Standard Property Book System Revised (SPBS-R), ULLS-Ground and ULLS-Aviation for Budget data, and AMSS data, Standard Army Retail Supply System (SARSS) at the Direct Support Unit (DSU) level, the Standard Army Intermediate Level Supply (SAILS), and the Objective Supply Capability (OSC). Transactions going to another STAMIS are sent via diskette or by telecommunications. The Send Transactions to the Source of Supply (SOS) process should be run daily (End of Day) by the unit and sent to the appropriate supply DSU. A status is then normally returned each day from the supply DSU via the same mode. OSC provides the user the means to gain visibility and access to needed supplies and equipment at designated levels of supply.

6. **Telecommunications Interface.** The communications interface provides the S4 user the capability to transmit and receive log files (i.e., supply requests and status) using the Concentrator, Combat Service Support Automated Information Systems Interface (CAISI), or Point-to-Point utilities. The concentrator and CAISI utilities transfer files to and receive files from a remote user via a network (similar to an E-Mail system). The Point-to-Point utility communicates directly to a remote user via direct dial. OSC utilizes modems and DDN communication lines to a mainframe computer system called the Gateway, and is used in units where the command has interface capability.

7. **System Security.**

   a. Commanders, or their designated representatives, are responsible for the secure operation of ULLS-S4 systems. This includes stored data, hardware, and software. Guidelines for automation security programs are in AR 380-19. The Unit Level Logistics System - S4 (ULLS-S4), Security Features User's Guide (SFUG) and the Trusted Facility Manual (TFM) describe the automated protection mechanisms available for end users and supervisors. The guides contain information on enforcement, physical security, procedural security and personnel security that the user must understand in order to maintain a secure system.

b. It is important to properly assign security responsibilities. The assignment of the three [Information System Security Officer (ISSO), Commander's Designated Representative and Terminal Area Security Officer (TASO)] depend on the information system composition, size, and configuration. The most common arrangement is to assign a single ISSO at the BN level, a Commander's Designated Representative and a TASO for each computer system. Specific responsibilities for Commanders, their designated representatives, the ISSO, the TASO and supervisors are in Section III of this guide.

c. The Commander or the Commander's Designated Representative has the ability to access a DOS prompt after exiting the ULLS-S4 system. Access to the DOS prompt is only intended for the loading of ULLS-S4 SCP/IP. Access to the DOS prompt must be strictly controlled to ensure the security of the ULLS-S4 system and data base files.

SECTION I
PARAMETER FILE MAINTENANCE PROCESS

1. The Parameter File Maintenance Process contains unit unique parameters and regulatory data that control the ULLS-S4 processes. The Parameter File is comprised of eight parameter records which may be added to or updated. The following is a breakdown of each section of the Add/Update Parameters option:

1.1 Interface Parameters. The SARSS Indicator may be set to "1" for SARSS Interim or "0" for SARSS Objective.

1.2 Unit Description Parameters. This parameter contains information about the unit. The data fields include:

Commander's Name:	Unit Commander.
Unit Name:	Name of unit.
Post Address and Bldg:	Number-address of unit.
City, State and Zip:	Location of unit.
Unit Phone Number:	Phone number of unit.
Unit CAISI Phone Number:	Your computer's Phone #.
Unit Concentrator ID:	ID name used by concentrator.
CAISI Phone Number:	DSU Phone #.
Telecomm Indicator:	Enter (P) for Point-to-Point; (C) for CAISI; (G) for Concentrator.
DSU's TPN:	Tactical packet name for CAISI.
Unit TPN:	Tactical packet name for CAISI.

1.3 OSC Parameters. The OSC Security Data screen information is added when a unit interfaces with the OSC Gateway by modem. The data fields include:

OSC Indicator:	Y/N Y to use OSC.
DDN TAC Phone Number:	Phone # to TAC.
DDN Address:	Unique Address.
Terminal/Server Login:	Name (In Upper Case Only).

GATEWAY Login:	Login Name (In Lower Case Only).
Number of days OSC records held before being returned to Supply Trans File:	Set to 1.

1.4 Unit Supply Parameters. The parameters are divided between two screens. The first screen, Unit Parameters, contains the following data fields:

UIC:	Unit Identification Code assigned to the unit.
FAD:	Force Activity Designator assigned to the unit (see DA Pam 710-2-1).
Fund Code:	Identifies funds allocated for stock funded items (see AR 725-50).
Service Designation Code:	Designator code that identifies the Army Component: A=Army, R=Reserves, N=National Guard.
Location Code:	Location of the unit: A=CONUS, B=OCONUS.
Replenishment Authorized:	Y/N To indicate automatic replenishment of shortages. If set to "N", requests will not be sent to transaction file.
Unit Organizational Level:	Determine if the unit itself is a Brigade (BD), Battalion (BN), or Company/Unit (UN).
AMSS Reporting UIC:	UIC of Unit that submits your DA Form 2406 (Material Condition Status Report) or DA Form 2715 (Unit Status Report). Reporting UIC normally ends in AA (e.g. WFEDAA).

The second screen, Supply Parameters, contains the following data fields:

Beginning Serial Number:	Starting serial number assigned to document numbers (each day) for supply

	transactions (i.e., enter "0001" if the serial number of the first transaction of each day is to be "0001").
Ending Serial Number:	Last serial number (each day) for supply transactions.
Approving Authority for Ammunition Requests:	Name of the person that approves ammunition requests initiated by your unit.
Number of days before follow-up on priority 1 to 8 requests:	Minimum is 9 days. Maximum is 99.
Number of days before follow-up on priority 9 to 15 requests:	Minimum is 30 days. Maximum is 99.
Frequency at which records will be purged from the DCR (Days):	Closed records are purged from the inactive DCR to paper output based on entered criteria (01 to 90 days).
Date of last DCR Purge:	Purged DCR records must be kept for 2 years. (AR 25-400-2 FN:710-26).
Reportable Dollar Value:	Extended dollar value that will appear on Commander's Exception Report.

1.5 Unit Load. All expendable requests are initially assigned to the group Operational Load and can be assigned to specific Unit Loads (ULs) as required. UL codes are designated by the unit for expendable supplies which are used on a recurring basis to support peace-time missions. Frequently used expendable supplies may be grouped to simplify ordering on a recurring basis. Up to nine (B1-B9) groups may be entered, (i.e., Office, Medical, Mess, Field Hygiene and NBC).

1.6 Supply Support.

a. In the Supply Support Data section, DSU data is established that is common to all units on a ULLS-S4 computer. The commander's

representative enters the appropriate DSU Designation Code, and reviews and updates DSU and SCMC data. ULLS-S4 currently sends supply requests for expendable/durable items to the appropriate DSU in the following Classes of Supply: Class I, II, III (Pkg and Bulk), IV, VIII., and X. Requests for Class VII and IX are printed as "want slips" to be sent to the PBO or ULLS-G system as required.

b. A separate DSU Code may be designated for each Class of Supply and Subclass of Supply (SCMC); however, the same DSU Code would be used for a DSU that handles multiple classes of supply (i.e. Class II and IV). ULLS-S4 creates a separate transaction diskette and printout for each DSU.

c. Entering a DSU Code will allow the user to add or update the information for a DSU. See Support Activity paragraph below for data entry options.

1.7 Support Activity. DSU unique data is entered through this process. DSU Codes are shared by all units supported by the same DSU. The data fields include:

DSU Code:	A - H, J, K, 1 - 7.
DSU DODAAC:	DODAAC of the DSU.
DSU NAME:	DSU unit or activity name.
ADDRESS & BLDG NUMBER:	Street address.
CITY, STATE and ZIP:	Address information.
DSU PHONE NUMBER:	Voice phone number.
DSU CONCENTRATOR ID:	DSU ID to receive data requests.
POINT TO POINT PHONE:	MODEM phone number at DSU.
CAN THIS DSU ACCEPT AUTOMATED DATA:	Does the DSU accept diskette requests (Y) or must the requests be hard copy (N).

1.8 Class/Sub-Class. The unit unique SCMCs loaded for this unit are listed one at a time on the Class/Sub-Class Parameters screen. The unit may

add or delete the SCMCs for their unit, one at a time. The system automatically loads the 77 most commonly used SCMCs to each unit's DODAAC. The data fields include Class and Sub-Class for Class I, II, III (Pkg and bulk), IV, V, VI, VII, VIII, IX, and X supplies. Class 3: P - assigns Packaged (DSU A) to listed SCMC; and B assigns Bulk (DSU A) to listed SCMC. Class 9: C - assigns Common (DSU A) to listed SCMC; A - assigns Air (DSU A) to listed SCMC; and M - assigns Missile (DSU A) to listed SCMC.

2. Hardware Parameters File. Use to enter drive information, communications information, ARMYLOG drive(s), and the on-line End Users Manual path for the ULLS-S4 system. This file is common to all units on the same ULLS-S4 computer. The data fields include:

1. Program Files on Drive:	C
2. Data Files in Drive:	C
3. Default Floppy Drive:	A or B - use as default for ending/receiving diskettes.
4. Work Station ID:	Use a unique code to identify your system.
5. Communications Port:	COM1, COM2, COM3, COM4.
6. ARMYLOG-Drive (CD-ROM Drive):	Normally D or E, multiple drives F in Sysorex for future development.
7. Path to End Users Manual:	No entry required.
8. Tape Drive/Software:	Use F1 to see options.
9. Printer Name:	Use F1 to see options.
10. Concentrator Phone:	Phone number to call concentrator.
11. Modem Type:	Use F1 to see options.
12. Baud Rate:	Set to highest modem speed.
13. Local CD-ROM Drive:	Y or N. Y if PC has a CD-ROM Drive, N if PC has no CD-ROM Drive.